ENCOMPASS | Accounts Receivable

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Exclusively for use by the State of Indiana
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ENTAP Training

Course Description

This course will provide an understanding of how to establish and process Accounts Receivable transactions for the entire lifecycle of Open Items. Through real-life examples and hands-on activities, participants learn how to review and enter Open Items. The student will then perform the AR_Update process. Customer payments will be entered through both Regular and Express Deposits. After this Deposit has been balanced, the student will then change the Treasurer of State Approval flag to "Pending Approval". The student will then create and print two copies of the Report of Collections and then bring them to the Treasurer of State.

Course Objective

By the end of this course, participants will be able to:

- Review Open Items and Customer Accounts
- Create Open Items
- Run the AR Update Process
- Enter Customer Payments using Regular Deposits
- Enter Perfect Customer Payments Using Express Deposits
- Create the New Report of Collections
- Apply Customer Payments using a Payment Worksheet

Chapter 1 Receivables Overview

Objective

This lesson is designed to provide you with a high-level understanding of the key features of PeopleSoft Receivables and PeopleSoft integration points and an overview of PeopleSoft Receivables 8.9 terminology.

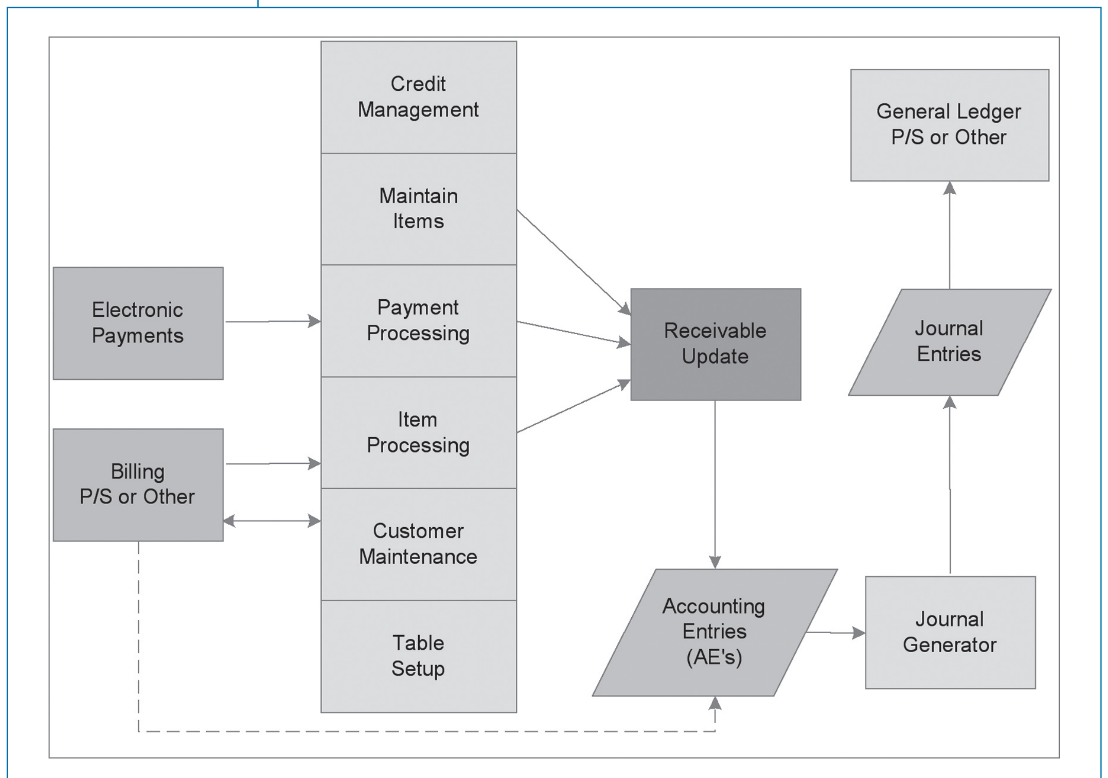
Chapter Objectives

By the end of this lesson, you will be able to describe:

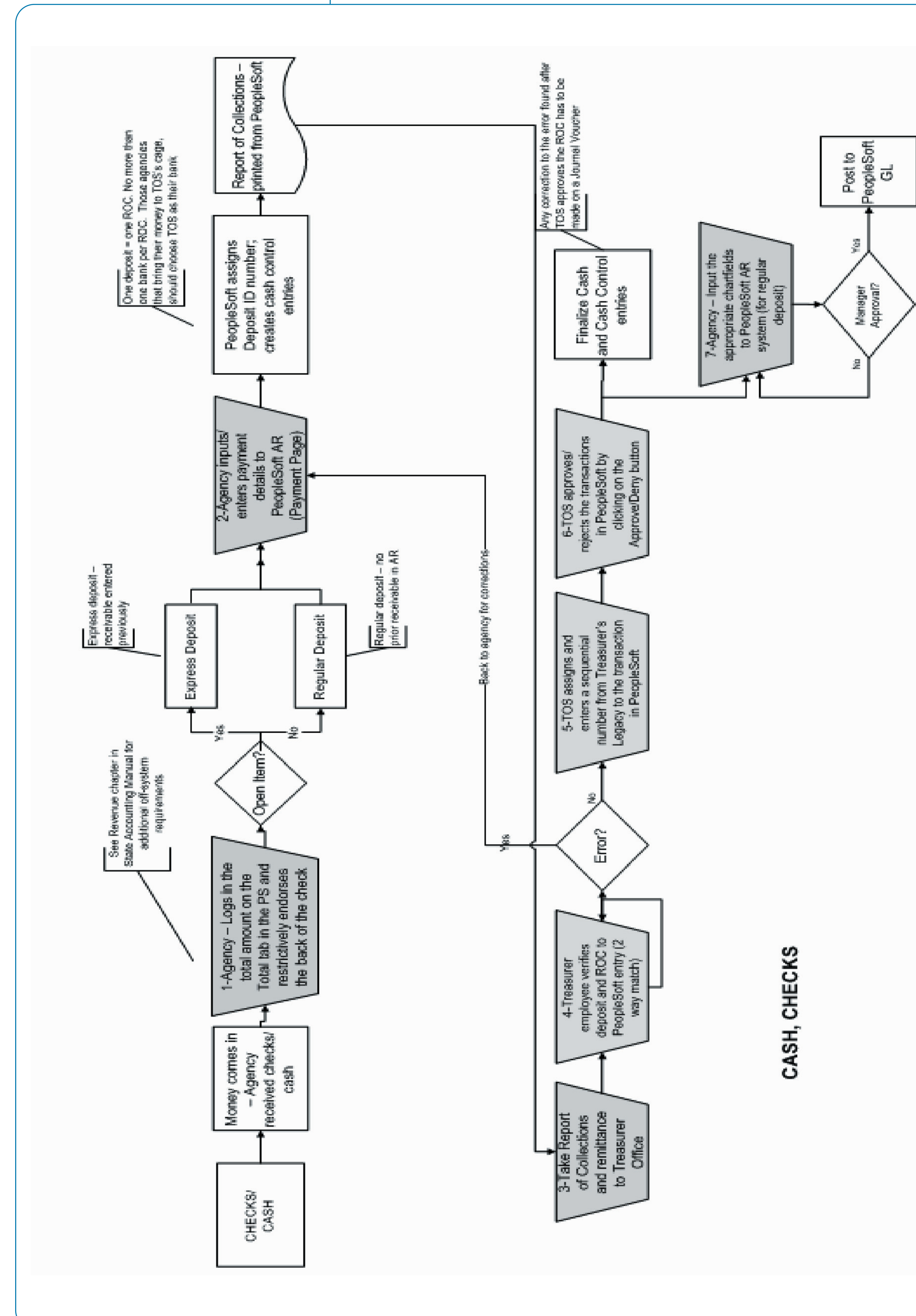
- The scope of PeopleSoft Receivables
- State of Indiana Process Flow Diagrams
- State of Indiana Rules

Describing the Scope of PeopleSoft Receivables

This diagram illustrates the big picture of PeopleSoft Receivables:



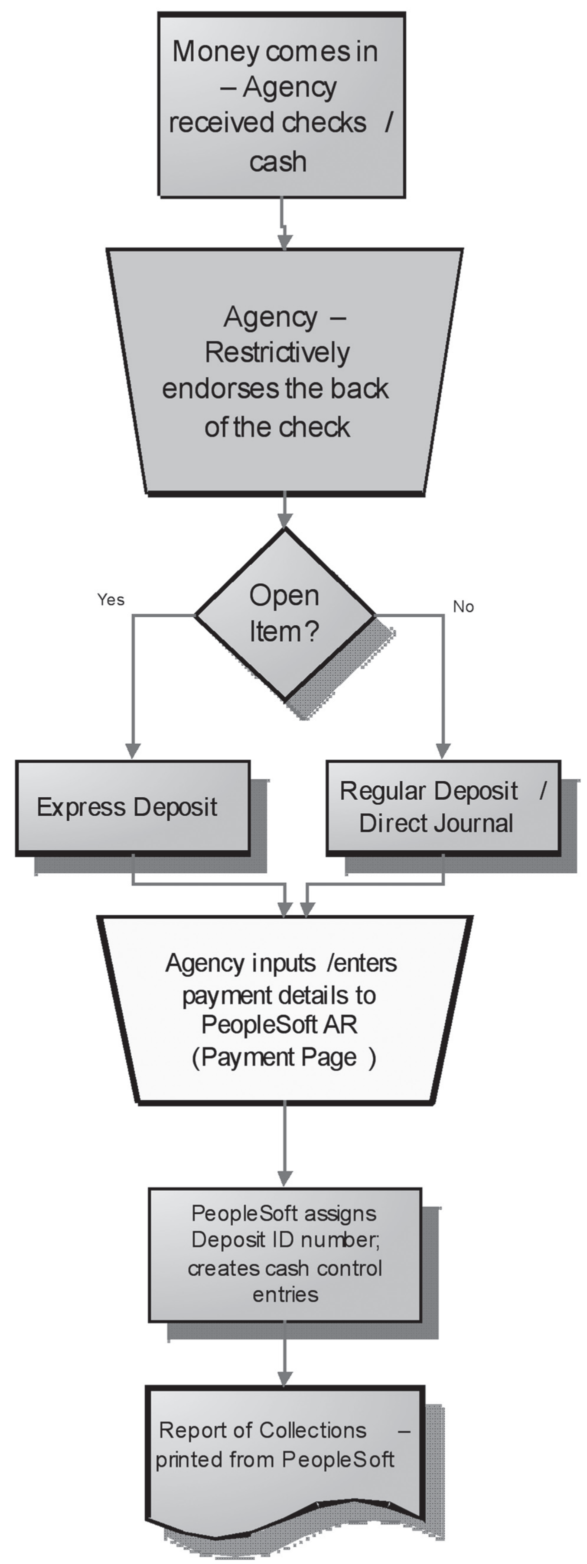
ARD01 PeopleSoft Receivables Big Picture



ARD02

1.4

Payments Received – Which Deposit Method ?



ARD03

Steps for Receiving and Posting Payments

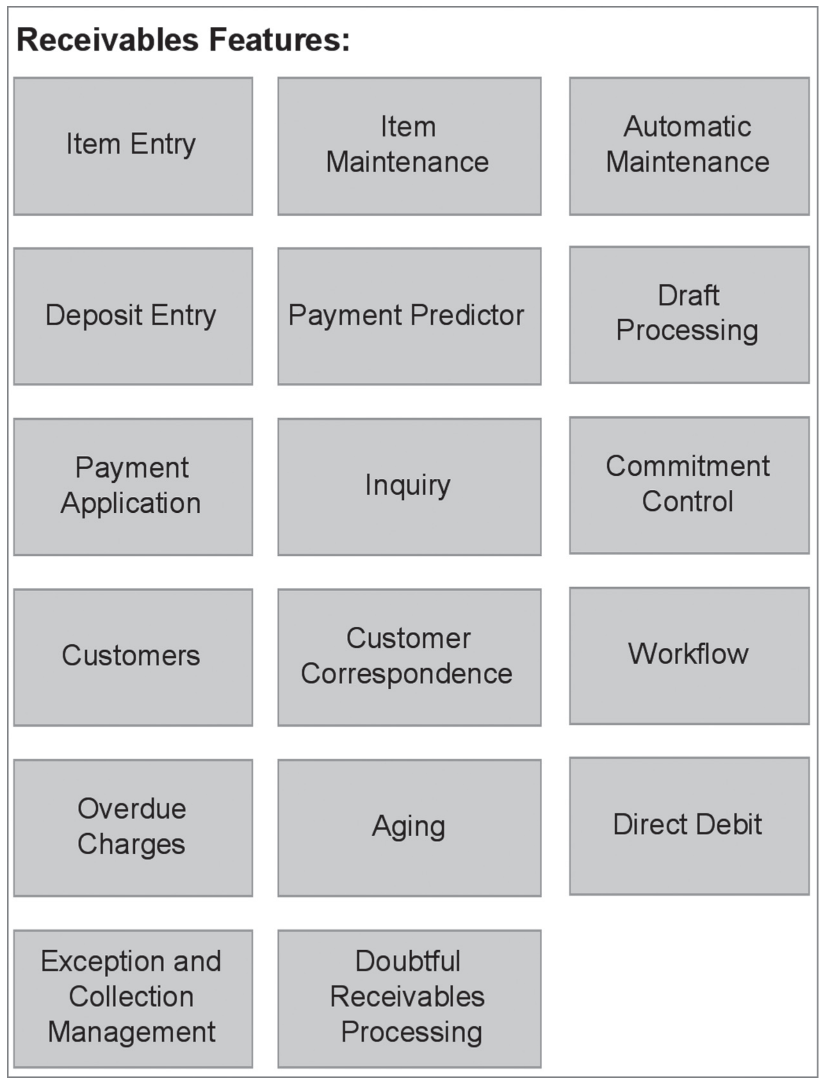
1.5

Step #	Action
1	Receive the Payments.
2	Open Envelopes and Separate Payments by Customer and Non-Customer (Direct Journal) *Direct Journal will be covered in the Report of Collections & Direct Journals Workshop*
3	Endorse all Checks.
4	Perform investigation of customer payments.
5	Separate Customer Payments into two sections: 1 Perfect Customer Payments – Express Deposit 2 Not Perfect Payments – Regular Deposit
6	Total the number of Payments and Dollar Amount of the Deposit. Calculator tapes may be necessary.
7	Record totals in Agency Cash Book.
8	Second Agency Person – Verify totals in Cash Book to Payments.
9	Sign-Off Cash Book.
10	Enter Control Totals for the Deposit (Regular / Express) into PeopleSoft (Agency #2).
11	Enter Payment Details.
12	Balance Deposit to Treasurer of State (TOS).
13	On the "Totals" page, change the Treasurer of State Approval status from "Open" to "Pending Approval".
14	Print **two** copies of the NEW Report of Collections and Submit to TOS: Attach the documents in the following order a . Adding machine tape b. Total tally of payments c. Payments d. Report of Collection
15	Submit this package to the Treasurer of State.
16	Treasurer of State receives payments and verifies payments are correct and will change the Treasurer of State Approval Status from "Pending Approval" to "Approved". TOS will return 1 ROC to the agency as their receipt.

ART01

1.6

This diagram displays the more common business functions supported by PeopleSoft Receivables:



ARD04 PeopleSoft Receivables features

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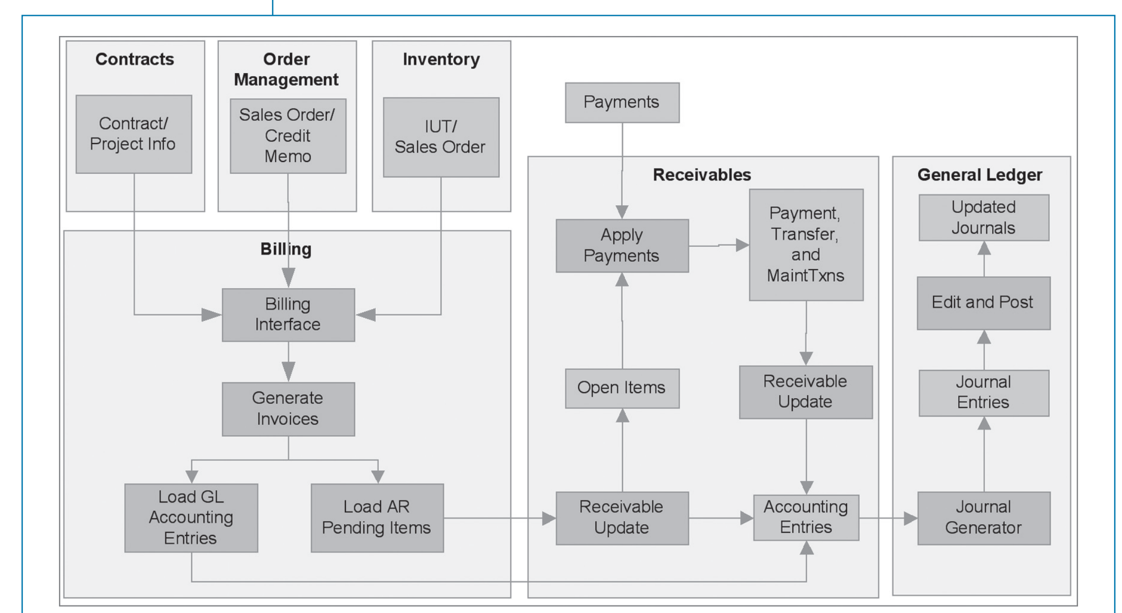
1.7

PeopleSoft Receivables is designed to support multiple item and payment processing functions. By incorporating these functions into a single database, PeopleSoft Receivables reduces the need to store redundant data and thereby reduces associated maintenance, reconciliation, and data integrity problems.

Although PeopleSoft Receivables is designed to store large quantities of data and to support many functions, you can control the amount of data that you work with by selecting only the information that you need.

Describing PeopleSoft Receivables Integration

This diagram shows PeopleSoft Receivables integration with PeopleSoft Billing and other PeopleSoft Applications:



ARD05 Receivables Integration with Billing and Other Applications

1.8

Chapter Review

In this lesson, you learned that:

- PeopleSoft Receivables is designed to support multiple item and payment processing functions.
- PeopleSoft Receivables reduces the need to store redundant data and thereby reduces associated maintenance, reconciliation, and data integrity problems.
- PeopleSoft Receivables is seamlessly coupled with other PeopleSoft financial and distribution applications.